

AUSTRALIAN COLLEGE OF AMBULANCE PROFESSIONALS
WA BRANCH

Minutes of the ACAP (WA) General Committee Meeting held on **Wednesday 30 May 2007** at Brando's Pizza Emporium, Albany Highway, Victoria Park

1. Meeting Opened:

The meeting was opened at 1933 hrs.

2. Present:

Rick Ashdown, Mark Hill, Ian Howell, Mike Ficko, Jodie Foster, Joe Cuthbertson

3. Apologies

Rob Strahan, Jean Mossop, Wade Bloffwitch, Darren Mudge

4. Vacant Position: Chairperson

There has only been one formal application for the position of Chairperson from Joe Cuthbertson.

Moved I Howell, Seconded M Ficko that Joe Cuthbertson be appointed as Chairperson of ACAP (WA). **CARRIED**

5. Minutes of the Previous Meeting

Moved I Howell, Seconded M Hill that the Minutes of the General Committee Meeting held 19 March 2007, as tabled, be accepted as true and correct. **CARRIED**

6. Correspondence Out

- Letters to J Cuthbertson and L Duncan as recipients of the William Bryant Scholarship
- Letters to T Ahern and P King (SJA) informing them of the winners of the William Bryant Scholarship
- Email responses to R Saville, S Brown, D Foster, Waroona Sub Centre

7. Correspondence In

- Email from R Saville, S Brown, D Cloughly (attached), D Foster, Waroona Sub Centre
- Best Weston Hotel – refund of accommodation costs for J Cuthbertson
- Paramedical Science Students Committee – funding request

8. Reports

Chairman's Report

Position vacant.

Treasures Report

- Nothing submitted.
- There is a need to review the signatories to the ACAP account to reflect changes in the Committee. This will be looked at once all vacant positions on the Committee are filled. (Action M Sim)
- Receipts from Committee members were presented for reimbursement. R Ashdown to forward these to M Sim. (Action M Sim)

Registrars Report

Nothing submitted.

Merchandising Report

- Ongoing water bottle project. (Action J Mossop)

Professional Development

- Next PDS is 'Children are Different' and will be presented on June 29 and July 3 at PMH.
- M Hill is able to coordinate June 29 but needs a representative for July 3 session.
- PDS will be recorded to DVD so that members who are unable to attend may borrow the disc. (Action M Hill)
- M Ficko reported that he ran an ECG course at Albany and had 21 people attend.
- Permission has been obtained to run a Coronials autopsy PDS. Planned for September. (Action M Hill)
- Possible December PDS will be something on Obstetrics. (Action M Hill, J Cuthbertson)

Website

- All is going well.
- I Howell request Certified Rules be placed on the site. (Action G Gorham)
- KMS info needs to be updated, with new open and close dates. (Action G Gorham)

9. Current Business

2007 Conference Games

- Member with this report was not present at meeting.
- Committee need to contact S Hughes to see if he is still interested in this project. (Action M Hill)
- A group email to be sent to all members asking for expressions of interest in being part of the Games WA team. (Action J Foster, D Mudge)
- SJA approached to get into onto intranet message space. (Action J Foster)

2007 Conference

- It was agreed that similar arrangements as to 2006 Conference be continued for this year's Committee, in that Committee members that attend the 2007 Conference will be reimbursed their Conference registration and accommodation costs.
- It was suggested, for ease of organisation, support and camaraderie, that all WA attendees be accommodated at the same venue, preferably Jupiter's Casino Complex.
- Accommodation booking to be made under ACAP(WA) for 3 x KMS, 1 x Chair, 1 x Director (expenses reimbursed by ACAP National), and however many WA Committee members wish to attend (R Ashdown already booked in). (Action J Foster)
- Committee members that intend to attend the Conference need to inform J Foster as soon as possible so accommodation booking can be made. (Action ALL)

William Bryant Scholarship

- L Duncan will present a brief paper to SJA on June 13 and at the PDS on June 29.
- M Hill informed the Committee that attendance at the ARC was very worthwhile, but that this Conference is only every 2 years, not annually as originally thought. Committee agreed that there would be a suitable Conference every other year that can be offered to the recipients of the William Bryant Scholarship.
- It was proposed that a perpetual shield be made to recognise the recipients. No action has been undertaken in this area to date. Committee thought that recipients of the Scholarship should receive a certificate of their achievement. (Action G Hillwood)

KMS

- Open date of May 28, closing 5pm on July 27.
- This information needs to be updated on the website as soon as possible. (Action G Gorham)
- J Foster informed Committee that she has completed the Scholarship process document as requested by SJA and will email to all for feedback and comment. (Action J Foster, ALL)
- Accommodation for 3 recipients will be booked under ACAP(WA) name. (Action J Foster)
- Perpetual plaque and certificates for recipients still to be done. (Action G Hillwood)

Thermometers in Ambulances

- Discussed. No resolution reached. G Hillwood not present.

PDS – Children Are Different

- See under Point 8 – Reports.

PDS – Coronials

- Arrangements for this are still ongoing, but approval has been granted, with a potential program to be put in place for September. (Action M Hill, M Ficko)

10. New Business

William Bryant Scholarship Refund

- It was reported that we were able to recoup most of the accommodation and registration costs from the cancellation of one place, and that the airfare component can be used at a later date.
- J Cuthbertson, who was unable to attend the Conference, was offered, and accepted, an invitation to attend the ACAP Conference instead. The carry over airfare will be used for this attendance.

Paramedical Science Students Committee Funding Request

- After some discussion it was felt that ACAP(WA) already offer free membership to these students, and a small scholarship is in the pipeline, so no further funding should be forthcoming. J Cuthbertson, the new Chairperson, to write a response to this group, explaining our decision. (Action J Cuthbertson)

ACAP(WA) Certified Rules

- I Howell has completed the necessary changes and will circulate for comment. (Action I Howell, ALL)
- These Rules then need to be ratified at a Special or Annual General Meeting.
- It was decided to conduct a Special General Meeting during the July 3 PDS.

2007 Annual General Meeting

- This must be held within 3 months of the end of the financial year.
- At this stage the Committee is looking at the end of August.
- M Sim to be contacted and reminded that the 2006/2007 accounts will need to go to audit and the Audit Report be ready for presentation at the AGM. (Action M Sim)

Country Sub Centre Membersip

- M Ficko informed Committee that T Ahern has agreed to fully fund an ACAP(WA) membership for one country member at each Sub Centre. (Action D Mudge)

11. Next Meeting

I Howell has offered to host the next meeting at his new place of employment's Conference Room. The address is Hostile Environment Services, 6 Marchesi Street, Kewdale. Food can be ordered in (Action W Bloffwitch, I Howell)

The date for the next meeting to be Thursday, July 19, commencing at 7.15pm, unless otherwise notified.

Please confirm attendance or put in apologies to the Secretary by July 15.

Signed:

President

Secretary